

1. SUBMISSION OF BIDS- HAND-CARRIED

All interested parties shall submit *one (1)* original and *four (4)* copy sets of bids, which are to be delivered to the Department of Property and Procurement no later than **Wednesday, July 22, 2020 at 1:00 p.m.** Atlantic Standard Time.

They shall be addressed to:

Anthony D. Thomas
Commissioner
Department of Property & Procurement
8201 Subbase, 3rd Floor
St. Thomas, Virgin Islands

THE SEALED ENVELOPE CONTAINING THE BIDS MUST HAVE THE FOLLOWING INFORMATION WRITTEN ON THE OUTSIDE OF THE ENVELOPE OR PACKAGE:

SEALED BIDS-DO NOT OPEN

IFB040DPPT20 (S)

(Name of Bidder)

(Mailing Address of Bidder)

(Telephone Number of Bidder)

(Email Address of Bidder)

2. SUBMISSION OF BIDS- ELECTRONIC SUBMISSIONS

All interested parties shall submit an *electronic submission* to ebids_proposals@dpp.vi.gov no later than **Wednesday, July 22, 2020, at 1:00 p.m.** Atlantic Standard Time.

Electronic submissions must also include the **Company's Name- Solicitation Number and Due Date**. The second page of each electronic submission **must only contain** the following words in red font: "**CONFIDENTIAL BID SUBMISSION**"

THE ELECTRONIC SUBMISSION OF BIDS MUST HAVE THE FOLLOWING INFORMATION TYPED INTO THE SUBJECT LINE OF EMAIL:

Send	To	ebids_proposals@dpp.vi.gov
	Cc	
	Bcc	
Subject		ABC Company, Inc.- IFB000ABCT20 (C)- Due Date

It shall be the bidder's responsibility to deliver bids to the Department of Property and Procurement before the date and time set for the closing of acceptance of bids. Bids received after the official deadline will be considered **LATE** and will **NOT** be considered.